



UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT
FEDERAL COURT JURY SERVICE



IMPORTANT INSTRUCTIONS FOR JURORS

Welcome to the United States District Court serving the District of Connecticut. The following information is provided to answer a few questions you may have concerning jury service. As a juror, you play a significant part in the judicial system. Most who come say they are glad they were called and that they have more confidence and pride in their court system. We hope you find jury service to be both an interesting and rewarding experience knowing you did your part in providing justice. We look forward to your jury service at the United States District Court in Connecticut.

The U.S. District Court has chosen your name at random from a combination of the motor vehicle list and the list of registered voters.

Selected jurors are summoned on an “on-call” basis for a two-month period. Being on-call does not mean you are to report every day for two months. It means you will receive a summons with a date to appear periodically during the two-month time frame. The first month you are summoned begins your two-month period. If you are selected for a trial, you will be required to serve for the duration of the trial. You will be informed during jury selection of the trial start date and reporting time. If you are not selected for a trial, you may be summoned to serve several more times during the two-month period. At the end of the two months, your service with the federal court will be fulfilled. Service of less than two days with the state court does not preclude your serving with the federal court.

Connecticut is divided into three seats of court for federal jury service. Jurors report to the seat of court which has jurisdiction over particular counties, as follows:

Bridgeport: Fairfield County (915 Lafayette Boulevard, Bridgeport)

Hartford: Hartford, Litchfield, Tolland, and Windham Counties (450 Main Street, Hartford)

New Haven: New Haven, New London, and Middlesex Counties (141 Church Street, New Haven)

You are to report to the seat of court indicated on your juror summons.

You are required to call the Automated Juror Information System (AJIS) **at 1-866-388-2430 after 5:30 p.m.** the night before you are scheduled to report for information on the jury selection. If you are scheduled to report on a Monday, you may call any time after 5:30 p.m. on Friday and throughout the weekend for the message. To access your message, you need to enter the nine-digit participant number printed above your name on the summons form. You will not be compensated for your expenses if you report for jury duty which has been canceled.

Due to security measures at the Courthouse, all people coming into the building are required to present photo identification and pass through metal detectors. Items such as pocket knives, pepper spray, etc., will be confiscated and returned when you leave for the day. Potential jurors are also asked to not bring pagers, cell phones, or laptop computers with them to the courthouse.

Jurors are expected to dress in a manner reflective of the formality of the court proceedings. Please do not wear denims, shorts, t-shirts, tank tops, ripped clothing,

athletic wear, jogging suits/sweats, and the like.

Jurors are compensated \$40 per day for attendance and mileage from the center of your town to the courthouse. Please see the enclosed directions to the Shartenburg/ProPark parking lot. You will receive a parking validation sticker when you report for jury service so that you do not have to pay for parking. If you park at any other lot besides the Shartenburg lot you will be responsible to pre-pay for your parking. We will reimburse up to \$15.00 for parking. Do not park at the meters on the street. You can be ticketed or towed if your meter time expires. If you travel by bus or train, you will be reimbursed the round trip fare. We cannot reimburse for taxi fare. A check covering your fees will be mailed to your home approximately four weeks after your service.

If the jury service for which you are summoned will result in undue hardship or extreme inconvenience, this is your only opportunity to be excused. If you have a conflict, please submit a written request for deferral to the address provided on the enclosed summons information sheet. Jury clerks are not authorized to excuse jurors over the phone. Send your letter along with the completed bottom portion of the summons and send both in the envelope provided. Please include your participant number, appearance date, and print your name and address in all correspondence with the court. If you do not submit a written request, we will assume you are available barring unforeseen circumstances. Your request must be received no less than five days prior to the summons date. You will not receive notification in the mail on the determination of your request. Please call the AJIS phone at 1-866-388-2430 for up-to-date information on your request. If you are deferred from serving on the date assigned, your next summons will begin another two-month period.

If you wish to speak with a jury clerk, you may call one of the following numbers on Monday through Friday between the hours of 9:00 a.m. and 4:00 p.m. according to where you are summoned to report:

Bridgeport: (203) 579-5863, (203) 579-5739 or 1-800-827-8224
Hartford: (860) 240-3204, (860) 240-3208, or 1-800-786-7112
New Haven: (203) 773-2349, 1-800-735-7324

For more information, please visit our website at: www.ctd.uscourts.gov. The website is for information only. Please do not leave any messages.

Please note:

“Any person summoned for jury service who fails to appear as directed shall be ordered by the District Court to appear forthwith and show cause for his failure to comply with the summons. Any person who fails to show good cause for non-compliance with a summons may be fined not more than \$100.00 or imprisoned not more than three days, or both.”